



Action Officer Writing

Training Audience: This training is appropriate for all staff members who want to improve their writing. Emphasis is placed on critical thinking and the relationship to improved writing.

Cost: \$325.00 Cost includes course materials

Description: This training includes a brief review of appropriate grammar and punctuation before moving into the critical thinking relationship to improved writing skills. The course uses practical exercises to improve critical thinking and writing exercises to improve critical thinking and writing exercises with special emphasis the organization of material.

Training Requirements: Each participant must provide a 1st draft of a work project when they enroll. These drafts provide the instructor information needed for grammar/punctuation review, for structure, and for writing organization. Drafts may be sanitized and used in the training class. Participants are expected to write an Executive briefing or similar document during the class.

Training Methods: Class will be taught by lecture, discussion, and exercises.

Training Dates/Times: March 11 – 13, 2003 June 3 – 5, 2003
Time: 0830 – 1530

Location: Hoffman Building II
200 Stovall Street
Alexandria, VA
Room 852C

Suspense Date: NLT 30 days prior to start of class

To Enroll: Submit a completed DD Form 1556 to your Activity Training Coordinator. Block 19: Eldh and Associates, 7704 Cedar Canyon Pl NE, Albuquerque, NM 87122. No one is selected for this course until they receive a confirmation from the P&ES-W, Human Resource Development Office. Please print your email address in Block #18 of the DD Form 1556. Confirmations will be sent to you via email three weeks prior to class start date. NOTE: Organizations will be charged for “NO SHOWS” and for personnel who substitute without prior approval.

Cancellation Policy: Applicant may cancel 2 weeks prior to start date; after this date, full payment from the organization will be charged. Vendor requires a minimum of 15 students and reserves the right to cancel if fewer students are enrolled 2 weeks prior to start date.

For further information, please contact the training help desk at PESWTraining@hqda.army.mil.